



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.6.1 Child Care Provider Communications Policy Tip Sheet

When is it effective? November 6, 2007

What does it mean to me?

All DEL staff will follow the following procedures when communicating with child care providers:

- Communication approval process
 - The ORIGINATOR will send draft documents to the Assistant director of the Quality Division for review.
- The assistant Director will review documents and may request review from:
 - AAG
 - Communications Manager
 - Other entities deemed appropriate
- The Assistant Direct will then approve and route to the Directors Office for final approval or route back to the originator with questions and requests for revisions.
- Once approved, the Assistant Director will:
 - Distribute the communication via e-mail to SAM's and Supervisors
- Supervisors will:
 - Forward communication via -mail to licensing staff
 - Introduce and review information with staff
 - Notify SAM's this has been accomplished
- Quality support staff will ensure timely distribution to:
 - DEL website
 - Original document routed to point of contact for SEIU
 - Electronic copy routed to the point of contact for Child Care Resource and Referral

What is important to remember?

- When sending a draft document to the Assistant Director the document should include, on the bottom left hand corner;
 - Name of staff submitting it
 - Office
 - Date submitted to the Assistant Director
 - Water marked with draft
- When sending communications via postal service:
 - Document and the distribution list will be routed to the print shop for mailing
 - Letters MUST be on official letterhead with the state seal

Resources associated with the policy:

- 10.6.1 Child Care Provider Communications Policy
- 10.6.1 Child Care Provider Communications Procedure
- 10.6.1 a. Communication Template
- 10.6.1 b. Distribution List Template

Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed
- Once the full spectrum of licensing action policies are developed and approved, on-site training will occur

**If you have
questions, please
contact:**

draftpolicy.feedback@del.wa.gov

Remember to include the
name of the policy in the
subject line!